



# Irish Cancer Society Research

## Cancer Research Networking Awards 2024

### Guidelines for Applicants

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## Cancer Research Networking Awards 2024

### Guidelines for Applicants

## 1. Introduction

### 1.1. Overview

The Irish Cancer Society Networking Awards offer cancer researchers the opportunity to establish and strengthen collaborations and relationships with cancer researcher peers. This programme will give clinical professionals and academic researchers, at any stage of their career, the opportunity to learn about up-to-date cancer research, network and collaborate, and gain experience in research dissemination.

The aim of this award is to contribute towards the cost of developing networking initiatives, training activities, collaborations, or partnerships (e.g. host a workshop, conference, training, or another networking activity). These awards are intended to support motivated individuals who would not otherwise be able to undertake these activities.

Successful applicants will be expected to report back to the Irish Cancer Society following the networking activity and report the learnings and impact of this award on their career development.

### 1.2. Indicative Timelines

Milestone	Date*
Grant Call opens	Wednesday 13 <sup>th</sup> March 2024
<b>Application Deadline</b>	Wednesday 5 <sup>th</sup> June 2024, 3pm
Review	June/Early July 2024
Awardees Announced	Mid July 2024

\*Please note: the above dates are provisional and are subject to change at the discretion of the Irish Cancer Society.

### **1.3. Purpose and Objectives**

The purpose of this award is to afford cancer researchers (translational, clinical, social sciences, nursing, or allied health) with the opportunity to establish and strengthen collaborations and relationships with cancer researcher peers.

Applicants to the Irish Cancer Society Cancer Research Networking Award 2024 should aim to develop networking initiatives, training activities, collaborations, or partnerships which will stimulate, develop, and build capacity in the cancer research community (please refer to **Section 2.3** for examples of eligible research initiatives).

### **1.4. Funding and Duration**

The purpose of this award is to contribute towards the costs of cancer research networking initiatives. Applicants can apply for funding up to a maximum of €2,000. The number of awards made will be dependent on number of applications received and total budget requested in each. Each applicant may only submit one application.

The proposed networking initiative must not begin prior to **6<sup>th</sup> August 2024**, and the initiative must be completed within 12 months of the start date.

### **1.5. Reporting**

Recipients of this grant will be expected to provide a written report to the Society within one month following the funded event. This will include a financial report, detailing expenses and including receipts for reimbursement.

## **2. Eligibility**

### **2.1. Applicant Eligibility**

Applications from individuals that do not meet the eligibility criteria will not be considered.

This award is open to cancer researchers of all backgrounds. This includes academic and clinical researchers (post undergraduate level), medical doctors, and professionals of social sciences, nursing, and allied health working with those affected by cancer. Further eligibility requirements are listed below.

#### **Lead Applicant:**

##### **Minimum Eligibility Criteria**

Academic or clinical applicants are eligible to apply. There can only be one lead applicant.

All Lead applicants must:

- be actively participating in translational, clinical or survivorship cancer research (post undergraduate degree) in the Republic of Ireland
- show a demonstrable commitment to cancer research.

Medical doctors must:

- be a qualified medical doctor, registered with the Irish Medical Council
- be working in an oncology-based discipline\* \*\*.

Nurses and Allied Health professionals must\*\*:

- be a qualified nurse or allied health professional registered with CORU or the relevant professional body (e.g. Psychological Society of Ireland, Nursing and Midwifery Board of Ireland)

Eligible lead applicants must **not**:

- the applicant must not have access to existing funding that covers the development of the workshop, conference, or other networking event in full. Co-funding of a networking event may be considered. In such cases, applicants should contact **grants@irishcancer.ie** before making an application.

\*Eligible **Oncology-specialist** fields include (but are not limited to):

- Surgery
- Radiation
- Haematology
- Molecular medicine/Pathology
- Psychiatry
- Paediatrics
- Gynaecology
- Palliative Medicine
- Medical oncology
- Geriatric oncology

\*\*Please note: Eligible candidates must spend the vast majority, if not all of their time focusing on cancer care.

## **Co-Applicants:**

A maximum of 5 co-applicants are allowed to be added to the application. Co-applicants must play a significant role in the development and planning of the initiative e.g. significant input into event design and organisation, or participation in activities. If projects are co-designed with key stakeholders (e.g. PPI), you may add them as a co-applicant to the project. You will be asked to provide a brief role description for each co-applicant. Co-applicants will be required to confirm their participation prior to submitting your application.

## **Official Collaborators:**

Official collaborators can also be included, as long as they play a significant and substantial role in the planned networking event. Academic and non-academic collaborators are also acceptable. For this award, collaborators are defined as individuals or organisations that provide focused help or assistance on certain aspects of the plan. For example, a collaborator may provide the use of their venue facilities.

## **2.2. Institution Eligibility**

The host institution is the organisation which receives and administers grant funding and is responsible for compliance with all general and specific terms and conditions of awards.

In order to be eligible to apply for funding, a proposed host institution must be based in the Republic of Ireland and must be listed as an approved host institution on the Health Research Board's [website](#).

Applicants conducting research out of non-approved sites (e.g. hospital) must nominate an approved host institution and all finances must be managed by this institution.

We recognise that not all hospital-based cancer researchers, i.e. doctors, nurses, or allied health professionals, will be affiliated with a HRB-approved host institution. In such cases, award agreements may be made directly with the applicant's employing hospital and payments will be made in arrears upon submission of receipts and invoices. This will be done on a case-by-case basis, please contact [grants@irishcancer.ie](mailto:grants@irishcancer.ie) if this applies to you.

Please contact the Society with any other queries regarding institutional eligibility ([grants@irishcancer.ie](mailto:grants@irishcancer.ie)).

## **2.3. Eligible Networking Initiatives**

As a guide, some eligible networking initiatives include\*:

- Organise and host a small-scale conference or workshop in cancer research.

- Organise and host a cancer specific 'summer school' (or similar).
- Host a meeting with national/international researchers or clinical professionals with the aim of establishing new research collaborations in a translational/ survivorship cancer research topic.

\*Please note, this is not an exhaustive list, the Society is open to all networking initiatives that satisfy the purpose and objectives of the call. If you are unsure if your initiative is eligible, please contact [grants@irishcancer.ie](mailto:grants@irishcancer.ie).

## 3. Application Procedure

### 3.1. Application Overview

This is a one stage application process. Once your application has been submitted, an expert international review panel, comprised of scientific/clinical expert reviewers, will evaluate the application submissions. Reviewer feedback will be made available to all applicants on request.

### 3.2. How to Apply

Applications must be completed and submitted through the [Irish Cancer Society online grant management system](#). To submit an online application, you are required to register at the following address: <https://grants.cancer.ie>. When registering, please fill out all fields on the registration form.

**Please note:** We recommend that you use a **non-HSE email address** when creating this application to avoid any security issues when receiving correspondence from the grant tracker online system.

When you enter your login details, you will be directed to the portal homepage. From here, you can:

1. Update your basic information (please make sure all fields are completed)
2. Make a new grant application
3. Access previous grant applications
4. Manage any active grants

When you have entered your basic details, you will be able to create a new application from the portal homepage. Alternatively, select 'New Application' from the 'My Applications' tab.

Next, click 'Apply' for the Grant Type detailed as 'Cancer Research Networking Award 2024'.

## 4. Application Form

There are 8 sections outlined on the left-hand side of the page:

- a) Application Outline
- b) Initiative Details
- c) Benefit to the Applicant's Career
- d) Applicant's CV
- e) Declaration of Support
- f) Supporting Documentation
- g) Budget
- h) Validation Summary

Saving your progress regularly is strongly recommended by clicking 'Save' as you go through the application form. Alternatively, the information will be saved when you click 'Save and Close'. By clicking 'Previous' you will be brought to the previous section and by clicking 'Next' you will be brought to the next section.

Mandatory sections are marked with a red circle icon. You will not be able to submit the application if these sections are incomplete.

### Further details on each section of the application form

#### **a) Application Outline**

In this section, you will be asked to provide basic information about your application. Input and save the information as required under the following headings:

- Proposed title
- Proposed start date (must be on or after 6<sup>th</sup> August 2024) \*
- Funding Period/Grant Duration (up to 12 months)
- Lead applicant(s) details
- Proposed host institution
- Co-applicants (if applicable)
  - Co-applicant details
  - Co-applicant role
- Collaborators (if applicable)
  - Collaborator roles

**\* Please Note:** If you require funding prior to the networking initiative, please ensure that you allow ample time. For example, if you are planning a small workshop in November, you may require funding to plan the event. In this case, select a start date prior to the workshop, for example, in August.

## **b) Initiative Details**

In this section, you will be asked to describe and justify the cancer research networking initiative you wish to develop/host. You will be asked to complete the following:

- Title of Initiative
- Nature of the initiative (e.g. workshop, conference, training course etc.)
  - o Please include a description of the initiative (**300 words max**)
- Location of initiative
  - o City, country e.g. Dublin, Ireland
- Initiative dates
  - o First day of event (including planning if required) until last day of the event e.g. 02/10/2024 to 04/10/2024

## **c) Benefit of this Initiative**

Please describe the benefit of this initiative, including to you (the applicant), your career, and to those taking part (**max 500 words**).

This should address:

- How this initiative is relevant to you.
- How this initiative aligns with the objectives and aims of the funding call.
- The knowledge/skills you (and, if applicable, other researchers) will gain from this initiative.
- What types of connections you hope to make with other researchers or cancer research groups attending the initiative.
- How this funding will benefit your future career and research plans.
- As the host of a cancer research networking event, please also include details of how the proposed initiative will benefit the wider cancer research community in Ireland.

## **d) Applicant Curriculum Vitae**

Please upload your CV - completed using the template provided (the template is downloadable in this section on the online system or on the website). More information on each section is given in the template.

Please only fill in relevant details, certain sections can be left blank if not applicable to the applicant's career stage. You will not be penalised for this.

To upload your CV, click 'Attach', choose the file to be attached, then click 'Attach'. **This must be in pdf format, using the Irish Cancer Society Senior or Junior CV template.**



## **e) Declaration of Support**

Please upload a letter of support from the Head of Department at your host institution. Your Head of Department should indicate that they support your application and that they will ensure your ability to take time away from, or adjust, your current work duties to accommodate the development/hosting of the proposed networking event. On awarding of the funding, a contract will be made between the Irish Cancer Society and the institution at which you, the awardee, works. The declaration of support should indicate that the Head of Department will facilitate this process.

Hospital-based applicants who are not affiliated with a HRB host institution are not required to submit a host institution letter of support. However, all hospital-based cancer researchers must upload a declaration of support from their manager demonstrating the organisation's support for the applicant to fulfil the requirements of the award. The letter should explicitly state that the applicant would be provided the necessary time and resources to accomplish the goals of the award, which includes covering any required backfill or other staffing considerations.

The declaration of support template is downloadable from this section on the online system or on the website.

To upload your letters of support, click 'Attach', choose the file to be attached, then click 'Attach'. **This must be in pdf format, using the Irish Cancer Society Declaration of Support template.**

## **f) Supporting Documentation**

Please upload any supporting documentation relevant to your application. For example, if you have already started planning a networking initiative or have previously hosted an initiative, please provide information here.

If supporting documentation is not applicable, please enter N/A, and proceed to the next section.

## **g) Budget**

All applications should include a detailed budget. Indirect costs/overheads are not eligible costs for Irish Cancer Society awards. Please consult the Irish Cancer Society budget spending and expenses guidelines when developing your grant budget (**Appendix 1**).

Approval of all budget items is at the discretion of the Irish Cancer Society. Any budgeted costs that do not adhere to spending guidelines risk rejection.

Direct costs can be requested for the following **budget categories**:

Budget Item	Details
<b>Networking Event Running costs</b>	<p>Costs associated with the development and hosting of the proposed cancer research networking initiative should be included here.</p> <ul style="list-style-type: none"> <li>• Expenditure for events such as these should be kept as low as possible, compatible with the occasion.</li> <li>• Where possible, room hire for any events should ideally be restricted to locations that are free of charge. Exceptions may apply but would need prior approval from the Irish Cancer Society.</li> <li>• For events that utilise internal and external suppliers, it is expected that the most economical supplier be utilised.</li> </ul> <p>Costs for materials required for the event such as stationery should be budgeted for here.</p>
<b>Dissemination costs</b>	<p>Costs associated with research dissemination should be clearly planned and articulated as part of your research budget. Such costs include printing posters, generation of leaflets, publication costs, etc. All costs must be inclusive of VAT, where applicable.</p>
<b>Travel, Accommodation and Subsistence</b>	<p>Costs associated with travel, accommodation and subsistence for invited speakers or workshop facilitators only (external to listed applicants) should be outlined here.</p> <p><b><u>Travel</u></b></p> <ul style="list-style-type: none"> <li>• Travel should be by the most economical means and the Society expressly encourages that public transport be used whenever possible, when this is the cheapest option. Tickets for public transport should be booked in advance where possible and should be standard class or economy class only.</li> <li>• Taxis may be used but are the least preferred method of transport. Taxis should be shared where possible and incur no additional fees i.e. waiting time charges or tips.</li> <li>• In situations where conferences/meetings in Ireland are not accessible by means of public transport, external speakers/facilitators may use their own vehicle to travel to and from the conference/ meeting. A standard motor travel rate of <b>€0.35 cent per kilometre</b> is permitted in</li> </ul>

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instances where this is necessary. Higher mileage rates permitted by the Research Institution will not be covered by the Society. The motor travel rate paid is deemed to cover all expenses incurred in running the car e.g. insurance, tax, running costs etc.

### **Accommodation**

- The cost of accommodation should be reasonable and in line with the duration of the event.
- External speakers/facilitators must endeavour to book accommodation not exceeding a 4-star rating.
- For accommodation in Ireland, **a rate not exceeding €140 per night** (B&B; standard room) should be sought.
- Accommodation costs for travelling partners will not be covered.
- In situations where a Research Institution has agreed a discounted rate for accommodation, which exceeds a 4-star rating, prior approval must be sought from the Society in order to proceed with any booking.
- Facilities and services which are not provided free of charge by the hotel are not permitted (e.g. Wi-Fi costs, room service, newspapers, etc.).

### **Subsistence**

- All subsistence expenses **must be** vouched expenses. The Irish Cancer Society does not permit any researchers to claim standard subsistence rates that may be outlined by their individual Research Institutions.
- Breakfast, lunch, and dinner costs to a value of €10, €12, and €25 per person respectively would be deemed reasonable.
- An added tip or discretionary service charge of up to 15% on bills is deemed reasonable in countries where such charges are expected and are standard practice.

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You will also be asked:

- Does the proposed budget to the Irish Cancer Society cover the budget of the initiative in full?
- If not, where is the shortfall covered from?
- What is the total cost of the initiative?

**Please Note:** justification of the costs proposed for each budget item is required. Please upload supporting images of estimated costs e.g. travel and accommodation costs.

## **h) Validation Summary**

The validation summary page will notify you of any incomplete sections. You will not be able to submit the application until all required fields are complete.

## **5. Submission of the Application**

The application is ready for submission once the form has been validated on the validation summary page. This will also highlight any collaborators who have yet to confirm their participation. Once the application has been validated, it may be submitted by the lead applicant.

The application will not be received by the Society until all signatories have approved it. All signatories must approve the application before the application deadline. It is the responsibility of the lead applicant to ensure that signatories are given sufficient time to approve the application before the deadline.

**Applications must be received by the Society prior to the deadline. Late or incomplete applications will not be accepted.**

Application Checklist:

- ✓ Completed application form
- ✓ Applicant CV
- ✓ Declaration of Support
- ✓ Supporting documentation (if applicable)

## **6. Application Assessment**

The Irish Cancer Society bases its funding decisions on the recommendations of an external review panel. However, the Society withholds the right to reject any funding application at its own discretion.

Incomplete, ineligible, or late applications will be rejected by the Society and may not proceed to external review.

### **6.1. Conflicts of Interest**

The Society endeavours to ensure that external reviewers are free of any conflicts of interest that might unduly bias the decision-making process.

## 6.2. Assessment Procedure

Applications are reviewed by a panel of international academic/clinical experts in the areas of translational or clinical research, or social science, nursing, or allied health science. The panel will assess all sections of the application.

### The Panel will score applications based on:

- Feasibility of the planned networking initiative
- How the initiative will benefit the applicant(s) career
- How the initiative will support and build upon the cancer research community in Ireland

The review panel will also be asked to provide feedback on the budget, which the Society will take into consideration. The approval of all grant budget items is at the discretion of the Irish Cancer Society.

## 6.3. Assessment Outcome

The deadline for applications is **3pm, Wednesday 5<sup>th</sup> June 2024**. Applications submitted prior to this deadline will be reviewed and notified of the outcome by email.

Review scores and comments will be collated, and all applications will be discussed at a review panel meeting. The review panel will select which applications should be funded. Applicants will be informed of the outcome by email. Reviewer feedback will be available to all applicants.

## 6.4 Payment of Funding

For awardees affiliated with a HRB approved host institution, the host institution will receive 70% of the requested amount upfront, the remaining 30% of funds will be held until the submission and approval of a progress and financial report covering the event, along with the submission of receipts for all expenditure. Funding will be paid directly to the recipients' employing/host institution, and it is the responsibility of the employer/host institution to set up a dedicated research account for these funds and to administer the funding to the awardee.

For hospital-based staff who are not affiliated with a HRB approved host-institution, the Society will be unable to provide the funding to the applicant in advance. In such cases, 100% of the funds requested will be reimbursed retrospectively to the applicant's employing hospital. The reimbursement of funds will be dependent on the submission of the following:

- A detailed report covering the event.
- A financial report detailing the statement of income and expenditure.
- Receipts for all expenditure.

**Please Note:** The Irish Cancer Society will only cover the costs of items included in the pre-agreed budget and will not reimburse for any expenditure that is not covered by a receipt. Screenshots of bank statements or ATM receipts will not be accepted.

## **7. Contact**

If you require assistance with the online grant management system or have any questions about the grant call, including questions regarding initiative eligibility, please contact the Irish Cancer Society Research Department:

Email: [grants@irishcancer.ie](mailto:grants@irishcancer.ie)

FAO: Dr Sarah Tighe